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SECURITY
November 1953

CLASSIFICATION OF DOCUMENTS

SAFEGUARDING OFFICIAL INFORMATION IN THE INTERESTS OF THE
DEFENSE OF THE UNITED STATES

1. The President on 5 November 1953 signed Executive Order No. 10501 with title as given above. This Executive Order becomes effective 15 December 1953.

2. CIA Regulations are currently being rewritten to incorporate as necessary the provisions of this Executive Order. In the interim, however, it is considered desirable that all employees become familiar with this Executive Order and that guidance be given concerning those provisions not covered in existing Agency Regulations.

3. The following advice and instructions are given for CIA implementation on 15 December of those provisions of the Executive Order not currently in CIA Regulations:

a. The words "Security Information" which previously followed a security classification will no longer be used. Rubber stamps presently in use which show a security classification and the words "Security Information" can be changed by removal of the latter words with a sharp knife or razor blade.

b. Forms already printed and bearing the words "Security Information" will not be released outside of CIA. Either these printed forms will be overprinted to strike out the words "Security Information", or if this is not practicable, the words will be deleted by drawing a pen line through them. This latter procedure may not result in economy to the Government where a large number of forms are involved. In such a case it may be more economical to have new forms printed leaving out the words "Security Information".

c. The security classification of RESTRICTED is abolished. Material which is presently ~~classified~~ RESTRICTED "Security Information" need not be reviewed for the purpose of downgrading or upgrading except when such material is to be transmitted outside of the Agency.

d. The language of definitions of TOP SECRET, SECRET, and CONFIDENTIAL in the Executive Order differs in some respects to that used in current CIA Regulations. However, in substantive intent, the definitions are not dissimilar.

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e. There will be established in the Office of the Assistant Director for Collection and Dissemination the position of CIA Classification Control Officer. To assist the CIA Classification Control Officer, Assistant Directors under jurisdiction of the Deputy Director (Intelligence), Chiefs of Senior Staffs and Area Divisions under jurisdiction of the Deputy Director (Plans), Chiefs of Offices under jurisdiction of the Deputy Director (Administration), the Director of Training, and the Assistant Director for Communications will each appoint an Assistant Classification Control Officer. It will be the duty of each Assistant Classification Control Officer to aid the CIA Classification Control Officer in carrying out his responsibilities; namely, to:

(1) Designate persons having authority for original classification of information or material.

(2) Designate persons to be responsible for the continuing review of classified material for the purpose of declassifying or downgrading.

(3) Designate persons to conduct a continuing review of the implementation of this Executive Order.

f. The Director of Security will assist the CIA Classification Control Officer with advice and guidance and also assist in conducting training and orientation programs. The Director of Security, together with the CIA Classification Control Officer, will establish adequate and active inspection programs to see that the provisions of this Executive Order are being carried out.

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g. The use of an automatic downgrading paragraph or statement will be used in correspondence and on documents whenever practicable; e.g., after a specified event or date, or upon removal of classified enclosures, the material will be downgraded or declassified.

h. The present accountability system of logs, courier receipts, and intra-office routing sheets used in the transmission of TOP SECRET, SECRET and CONFIDENTIAL documents within CIA is considered to offer an equivalent degree of security to that required by the Executive Order for transmission outside an agency.

i. As now done, TOP SECRET, SECRET, CONFIDENTIAL and Registered Documents of all classifications will continue to be stored in safes, safe files, or vaults. RESTRICTED documents not registered, until

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such time as they may be declassified, will be stored in metal file cabinets with key locks or in safes.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Acting Deputy Director
(Administration)

Encl.
Copy EO 10501

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